SECTION TITLE:	BUSINESS RECOVERY TEAMS STRUCTUR	E SECTION:	III
REVISION DATE:	Appri 2000	DACE.	
REVISION DATE:	APRIL 2000	PAGE:	6

WAUKESHA COUNTY BUSINESS CONTINUITY TEAM STRUCTURE

MANAGEMENT RECOVERY TEAM County Executive Cabine Chief of Staff Receives initial disaster notification Coordinates the recovery process Assesses the level of disaster Officially declare disaster and activate the business recovery plan

- Oversees the recovery process Monitors the recovery process
- Makes final decisions
- Perform public relations responsibilities
- Provide all communication for media, public and other agencies

epresentation from each Department Recovery Team

DEPARTMENTAL RECOVERY TEAMS

AGING

AIRPORT

CIRCUIT COURTS

CORPORATION COUNSEL

COUNTY BOARD

COUNTY CLERK

COUNTY EXECUTIVE

DISTRICT ATTORNEY

DEPT. OF ADMINISTRATION

FACILITIES

HEALTH & HUMAN SERVICES

JUVENILE COURT

FEDERATED LIBRARY

MEDICAL EXAMINER

PARKS & LAND USE

REGISTER IN PROBATE

REGISTER OF DEEDS

SHERIFF

TRANSPORTATION

TREASURER

UW EXTENSION

VETERANS

INFORMATION SYSTEMS RECOVERY TEAM

- Notify the hot site of the disaster.
- Determine the need to use alternate processing site(s).
- Gather necessary information to process at the hot site
- Arrange travel to the hot site
- Redirect services (i.e. telephone, data connections, ect.) to alternate site Prepare assessment of Information Systems for Management Recovery Team.
- Obtain/replace data communications equipment as necessary.
- Arrange for acquisition of necessary computer supplies and equipment.
- Arrange for support services required for computer operations
- Supervise the movement of backup programs and files from off-site storage to the processing site.
- Coordinate the recovery of destroyed/damaged files and software with Critical Records Recovery Team
- Interface with vendors to acquire and/or install equipment

BUSINESS RECOVERY ADMINISTRATOR

- Receives initial disaster notification if County Executive is
- Selects and establishes business continuity team center.
- Determines the extent/level of the disaster.
- Activates the business recovery plan.
- Establishes communications facilities.
- Contact departmental team managers.
- Documents and monitors recovery activity. Provides direction to all departmental managers
- Prepares the disaster assessment report
- Establishes methods for testing the recovery plan

BUSINESS RECOVERY COORDINATOR

- Assists in determining the extent/level of the disaster.
- Assists in activating the business recovery plan.
- Notifies the management team members.
- Activates notification procedures.
- Inform recovery teams of alternate processing site status.
- Supervises and control recovery activities.
- Maintains documentation relative to the recovery process.
- Ensures that the plan is current and properly maintained.
- Completes and maintains business recovery plan
- Documents the status of the recovery

ADMINISTRATIVE RECOVERY TEAM

Damage Assessment Support

- Assess damage to existing facilities, utilities, equipment Provide disaster assessment report to Mgt. Team
- Direct and control all salvage efforts
- Contact insurance companies, file claims
- Contact appropriate construction of service vendors to arrange site preparation
- Provide safety and security at disaster site rement/Financial Support

- Monitor and control all disaster related expenses.
- Document status of the recovery.
- Arrange services of maintenance/repair contractors
- Arrange for support services required for operations
- Obtain replacement or additional office equipment as necessarv
- Secure pool cars or ground/air transportation uman Resources Support
- Verify personnel status.
- Provide essential personnel to critical departments

Critical Records Support

Collect and evaluate all records recovered Direct all salvage efforts related to records media Retreive vital records from off-site storage facilities

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